



ASH GROVE CEMENT WEST, INC.

Inter-Office Memorandum

Date May 6, 1985

To Erik Voldbaek

From Ken Rone

Copies to _____

Subject Activity Report
Week Ending 5/5/85

1. Held safety meeting with Safety Committee. Mr. Gabel reviewed information gathered at PCA safety conference at Salt Lake City. Showed safety film on proper lifting and back injuries to all employees.
2. Completed drilling Blum sandstone site. Composite samples are at L.O. for analysis.
3. Visited Pitt Island magnetite site for visual familiarization and sampling. Samples at L.O. for analysis.
4. Boat owner said his boat got cement dust on its windshield while moored at Harbor Island Marina. He wanted to know what to do about getting it cleaned. Nate Fernow visited the boat and showed owner how to clean windshield with vinegar. The owner was quite satisfied with our response.
5. Shipload of Japanese clinker delivered to Ideal.
6. Rewrote Employee Handbook to include updates and clarifications generated over the past year. Donworth Taylor is printing new copies for distribution.
7. Met with METRO officials who agreed to allow a 90-day extension to our requirement to remove stockpiles of coal, fly ash, and slag. The new removal date will be July 29, 1985.
8. Completed loading into vans of our first order of bulk bagged cement. Profit was diminished due to the inefficient handling generated as the Packing and Loading Team developed their procedures.
9. Bid positions for Laboratory A position created by the new competitive testing program. Both bidders did not pass qualifying test. The search will be directed to outside candidates by Mr. Post.
10. No accidents, no visitors.

USEPA SF



1261133